

**DEARBORN PUBLIC SCHOOLS
REQUEST FOR PROPOSAL FOR LEGAL SERVICES**

Part I - Information Provided by the Requester

A. Introduction

The Board of Trustees of Dearborn Public Schools is seeking to contract for legal services beginning on or before February 1, 2011. Interested parties are requested to provide proposal information regarding their experience, qualifications, and fees.

B. Law Firm Qualifications

The purpose of the Request for Proposal (RFP) is to assess the overall expertise and efficiency of legal services available to Dearborn Public Schools. To this end, expertise, experience, qualifications of staff, quality of legal services, cost and commitment to the School District will be the criteria for evaluation of proposals submitted.

C. Background Information about Dearborn Public Schools

Dearborn Public Schools and Henry Ford Community College both operate under the same Dearborn Board of Education. This request for proposal is only for the Dearborn Public Schools (P-12) not the community college.

The Dearborn Public Schools operate 34 buildings, serve 18,500 students, and employ over 2,400 people. The district operates an extensive program that serves all of the community's populations, including preschool, childcare, and adult classes. Dearborn operates a \$225,000,000 budget, a fleet of 90 buses, and serves 10,000 lunches daily. Dearborn Public School employees are affiliated with the following unions:

1. Dearborn Federation of School Employees
2. Dearborn School Administrators' Association
3. Dearborn Federation of Teachers
4. Dearborn Schools Operating Engineers' Association
5. UAW Local 157 Childcare Workers

D. Proposal Evaluation Criteria

The following criteria will be used to evaluate proposals. The sequence is not

intended to indicate the order of importance or to be comprehensive.

1. Degree of expertise and experience in areas of the law affecting public school districts.
2. Reputation and ability to provide a broad range of legal services promptly and efficiently.
3. Commitment of time and resources to clients and communities they serve.
4. Compatibility of culture and philosophy with that of the Public School.
5. Cost.
6. References.
7. Accessibility of legal staff to Public School representatives, particularly during emergencies.

E. School District Contacts

Any questions regarding the RFP should be directed to:

Robert Cipriano
Director of Business Services
Dearborn Public Schools
18700 Audette
Dearborn, Michigan 48124-4295
(313) 827-3018

Part II - Information Required from Proposer

A. Proposer's Name and Address

Provide name of firm submitting proposal, office address, and when organized. Indicate whether the firm is a local, regional, or statewide firm. Indicate whether or not an office is in Wayne County.

B. Summary of Firm's Expertise

Provide a summary of expertise and experience in each of the areas listed below, as well as any other which you believe may be of benefit to the School District.

1. Public School Legislation and Laws.
2. Freedom of Information Act.
3. Open Meetings Act.

4. Roberts Rules of Order.
5. Corporate and Municipal By-Laws.
6. Contract Negotiations and grievance resolution.
7. 501(c) (3) and other educational foundations.
8. MERC proceedings.
9. Employment policies.
10. Civil Rights and Affirmative Action.
11. Employee discipline.
12. Real estate.
13. Institutional agreements and contract law.
14. Creditor rights.
15. Intellectual property.
16. Litigation.
17. Charitable giving.
18. Taxation.
19. Employee benefits.
20. Student due process, discipline, and suspensions.
21. Law enforcement.
22. Bond counsel services.
23. Government regulations.
24. Environmental regulation.
25. Insurance.
26. State Capital Outlay requirements.
27. Appropriate use policies.
28. Technology acquisition and ownership.
29. Student and employee privacy rights.

C. Individual Attorney Profiles

Indicate the type and number of staff you feel would be assigned to the School District. Provide concise resume of primary attorneys who would be servicing the School District. Each resume should include at least two professional references with contact information. Include an assurance that your method of assigning work will ensure that the school district will be served by the same attorney for common legal issues. Please list any complaints filed against these primary attorneys with the State Bar of Michigan, the Attorney Grievance Commission, and the Attorney Discipline Board during the past 5 years, and describe each complaint and its current disposition.

D. Firm References

Submit a list of professional references and experience with similar clients, including

contact information.

E. Firm Philosophy

Summarize the firm's culture and philosophy with respect to rendering legal services.

F. Fees and Billing

Submit information on how fees will be calculated and the level of detail provided with billings. The School District may consider using a full service law firm to handle nearly all of its legal services. Please indicate if your proposed fee structure incorporates cost savings to the School District for such an arrangement.

G. Contract

Submit a copy of a suggested contract.

H. Insurance and Bonding

Submit a Certificate of Insurance showing evidence of the firm's Errors and Omissions Liability Insurance for limits of omissions liability of at least \$1,000,000 aggregate.

Part III - Timing Consideration and Administrative Details

A. Response to Request for Proposal

1. This Request for Proposal does not commit Dearborn Public Schools to award a contract, to pay any cost incurred in the preparation of a proposal in response to this request, or to procure or contract for services. The School District reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is in the best interest of the School District.

B. Schedule of Request for Proposal Process

The School District anticipates the following schedule for the proposal process:

11/9/10	Issue Request for Proposal
12/3/10	Proposals due by 12:00 p.m.
12/4/10-1/3/11	Proposals reviewed by Finance Committees

Your RFP must be received by the Dearborn Public Schools Business Office, no later than 12:00 p.m., Friday, December 3, 2010. The outside of your sealed envelope must make clear reference to:

RFP
Legal Services
Due by 12:00 p.m.
12/3/10

Address your RFP to:

Mr. Robert Cipriano
Director of Business Services
Dearborn Public Schools
18700 Audette
Dearborn, MI 48124-4295